
Jake Kavalor

www.linkedin.com/in/jake-kavalor ♦ Denver, CO 80206 ♦ (414) 791-9662 ♦ jacobkavalor@gmail.com

EDUCATION

University of Colorado Boulder

Master of Science – Supply Chain Management

May 2019

University of Wisconsin Stevens Point

Bachelor of Science – Resource Management: Youth Programming and Camp Management

Aug 2011

PROFESSIONAL EXPERIENCE

Appliance Factory Mattress Kingdom – Thornton, CO

December 2019 – Present

Senior Operations Manager of Parts

Feb 2021 – Present

- Directly manage 5 employees in the warehouse and online sales departments.
- Oversee inventory accuracy across 11 retail stores, warehouse, and online parts sales department.
- Initiate a product category change in inventory management system, to identify and report salvageable parts.
- Identified a \$35K discrepancy during an inventory management system changeover
- Developed process improvement strategies to ensure future inventory accuracy.

Fine Lines Delivery Manager

Nov 2020 – Feb 2021

- Supervised and managed installation teams dedicated to delivering and installing high-end product lines and high-unit apartment and condominium new builds.
- Communicated with sales staff across 7 stores to coordinate and assign the delivery and installation among installation teams.
- Increased Fine Lines delivery customer satisfaction by 20% by monitoring backordered inventory, communicating issues with sales staff and customers early and often, restructuring “delivery areas,” and keeping teams consistent on larger installation projects.

Operations Manager

Dec 2019 – Nov 2020

- Supervised and managed the distribution of 650-1300 appliances and parts per week among 17 different locations statewide. Involved composing and auditing manifests, tracking and managing transfer records, and creating and implementing SOPs for inventory tracking and merchandise transfers.
- Helped to identify and solve issues during company-wide transition to a new inventory management system based on established policy and procedures.
- Oversaw recycling and scrapping department for the main warehouse, collection and disposal of refuse from Colorado locations, and the distribution of mail between the corporate offices and retail locations.

Quantum Corporation – Englewood, CO

Feb 2019 – May 2019

Supply Chain Intern Tech

- Established company logistics metrics/KPIs and designed dashboards in Power BI using DAX and SQL to write the code for each measured KPI (On-Time Delivery vs Quote and SLA, Inventory Tracking, etc.).
- Contributed to discussions with logistics team members on how best to identify data errors and create and implement procedures to ensure proper data entry and upkeep.
- Collected and normalized sales orders, purchasing, forecasting, production, and logistics data through creative and analytical means.

Jimmy John's – Louisville, CO

July 2017 – July 2019

Shift Manager, Delivery Driver (and Full Time Student)

- Supervised a team of 4 employees, managed cash deposits, kept accurate inventory levels and records, while ensuring safe work and delivering quality product.
- Trained new employees and provided tools.
- Promoted proper company culture and corporate image to ensure customers receive the consistency and quality expected.

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B'nai Brith Perlman Camp – Rockville, MD

May 2014 – Sept 2016

Assistant Director of Operations

- Managed all operational aspects of a 350-child residential summer camp including, but not limited to, scheduling, logistics, food service, and technology.
- Hired, trained, and supervised domestic and international support staff.
- Oversaw and facilitated all non-summer retreat business including service delivery, food service, program creation, and evaluation metrics.
- Directed the American Camping Association accreditation visit preparation and documentation, reviewing and correcting procedural compliance.

Merage JCC – Irvine, CA

Feb 2013 – Aug 2013

Teen and Resident Camp Director

- Created and implemented teen programming and events, providing safe organized activities for participants
- Spearheaded marketing, recruitment and staff hiring efforts, including creating a detailed staff training handbook.
- Led program development, supervised all counselors, managed all camper recruitment and activities.

ACCOMPLISHMENTS

Supply Chain Management Outstanding Master's Student Award Leeds School of Business 2019 Recipient

ADDITIONAL SKILLS

Programming: SQL, R, DAX

Software: Microsoft Excel, Word, PowerPoint, Outlook, Power BI